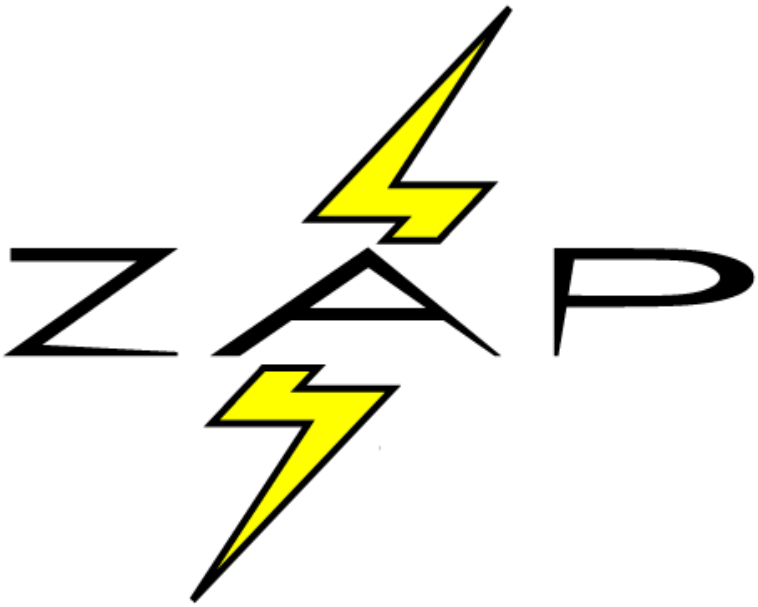

ZAP
Technical Guide
2005-2006

ADDRESS MANAGEMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

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PURPOSE

To verify the correct zone assignment of mailed periodicals, utilizing the USPS® Zone Chart Matrix, including the option of identification as In-County or Out of County. To further identify which software produces hard copy documentation (USPS qualification report and postage statement) for the mailing.

OVERVIEW

The United States Postal Service (USPS®) developed ZAP to assist publishers and postal personnel in verifying that the zones are properly assigned to Periodicals mail based on the USPS National zone chart matrix. Complete zone analysis verification is performed at least once a year for each publication. The office serving the publisher's original entry or additional entry office performs this verification. Zone information is provided as part of the documentation in a standardized format, or via a mail.dat® input.

ZAP PROGRAM LEVELS OF APPROVAL

Level 1: This process is performed by the National Customer Support Center (NCSC), BMA Certification Department, located in Memphis, TN. The software developer must submit test software electronically to the NCSC for verification of proper zone assignment and that the USPS® electronic data (zone charts) is the key source being utilized. The software developer must also submit hard copies of the USPS Qualification Reports and PS Form 3541(s) for review.

- Must submit a ZAP Order Form.
- Must use current PAVE™ certified presort software product.
- Must use the current USPS national zone chart matrix, in determining the zone.
- Postage statement facsimiles must be generated from either the PAVE certified software or via mail.dat® files.
- USPS Qualification Reports and PS Form 3541, must reflect ZAP approved status and the effective date of the USPS zone chart matrix.
- ZAP approved vendors are listed on the USPS Rapid Information Bulletin Board System (RIBBS) website located at http://ribbs.usps.gov.
- If developers' software products are ZAP approved, no annual zone summary of the postage payment review is required.
- Publishers using ZAP approved software, must attest to this with each mailing, by the signing of the PS Form 3541.

Level 2(A): This process is performed by the NCSC where the software is tested and verified for proper zone assignment and that the USPS® zone chart matrix is the key source utilized. This process also checks hard copy output, of USPS Qualification Reports and/or PS Form 3541(s) for review.

- Must submit a ZAP Order Form.
- The developer's software must either produce a Mail.dat file or process a USPS Universal File Format test file, to participate in ZAP testing.
- The software must use the current USPS national zone chart matrix, in determining the zone.
- Publisher(s) must use computer generated software and corresponding computer generated postage statements to assign correct zone information.

- USPS Qualification Reports and PS Form 3541, must reflect ZAP approved status and the date of the zone chart matrix.
- ZAP approved vendors are listed on the USPS Rapid Information Bulletin Board System (RIBBS) website located at http://ribbs.usps.gov
- If developers' software products are ZAP approved, no annual zone summary of the postage payment review is required.
- Publishers using ZAP approved software, must attest to this with each mailing, by the signing of the PS Form 3541.

Level 2(B): This process is performed by the NCSC where the software is tested and verified for proper zone assignment and that the USPS® zone chart matrix is the key source utilized. This process has no hard copy output.

- Must submit a ZAP Order Form.
- The developer's software must either produce a Mail.dat® file or processes a USPS Universal File Format test file, to participate in ZAP testing.
- The software must use the current USPS national zone chart matrix.
- Publisher(s) must use computer generated software to assign correct zone information.
- The publisher must present the mailing information to the USPS in a format readable by the USPS at the time of mailing.
- ZAP approved vendors are listed on the USPS Rapid Information Bulletin Board System (RIBBS) website located at http://ribbs.usps.gov
- If developers' software products are ZAP approved, no annual zone summary of the postage payment review is required.

Level 3:

Publisher – As required with most mailings, publishers using software that is not approved by the NCSC must submit standardized documentation with each mailing. In addition, publishers must submit a detailed zone listing when requested in advance by the USPS®. Standardized documentation and the detailed zone listing enable the postmaster to verify that the software accurately assigned zone information.

Postmaster/Designee - of the entry office (any office where the mail is entered for acceptance and postage is paid) must annually perform a zone analysis on each publication entered at the office that does not meet the requirements of level 1 or 2 above (ZAP Approved) .

Procedure: The reviewing Post Office will manually verify and compare the publisher's 3-digit zone allocation on the detailed zone listing against the US Postal Service's current zone information and also compare the summary zone listing against the postage statement(s).

Level 4

Option 1

Publisher – Submits standardized documentation and a detailed zone listing not created by a software program. This documentation may be handwritten.

Postmaster/Designee - of the entry office (any office where the mail is entered for acceptance and postage is paid) must perform a zone analysis on each publication entered at the office that does not meet the requirements of level 1, 2, or 3 above.

Procedure: The reviewing Post Office will manually verify and compare the publisher's 3-digit zone allocation on the detailed zone listing against the current US Postal Service's current zone information and also compare the summary zone listing against the postage statement(s).

Option 2

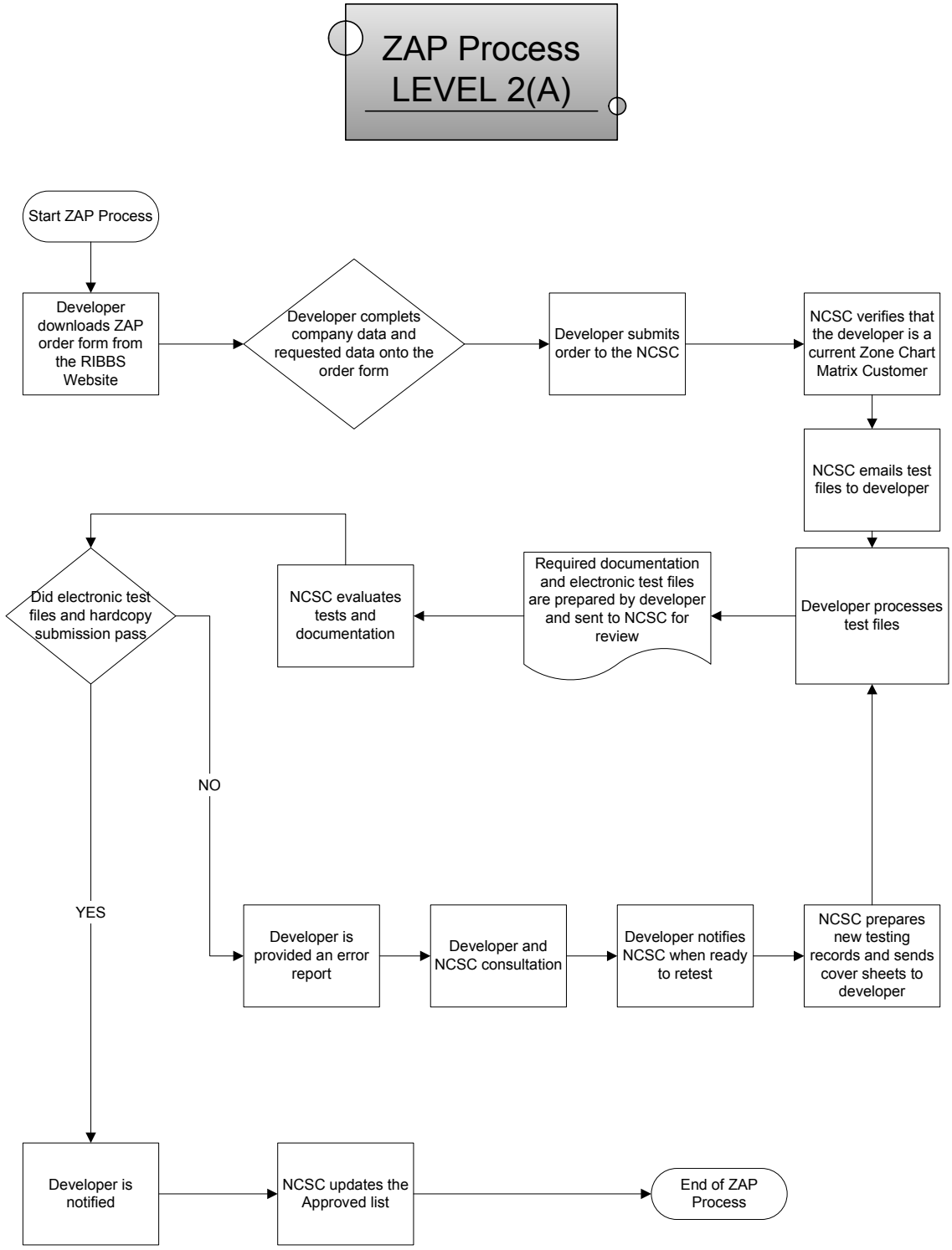
Publisher – Submits the entire mailing/address list for the issue verified in ZIP Code™ sequence.

Postmaster/Designee - of the entry office (any office where the mail is entered for acceptance and postage is paid) must perform a zone analysis on each publication entered at the office that does not meet the requirements of level 1, 2, or 3 above.

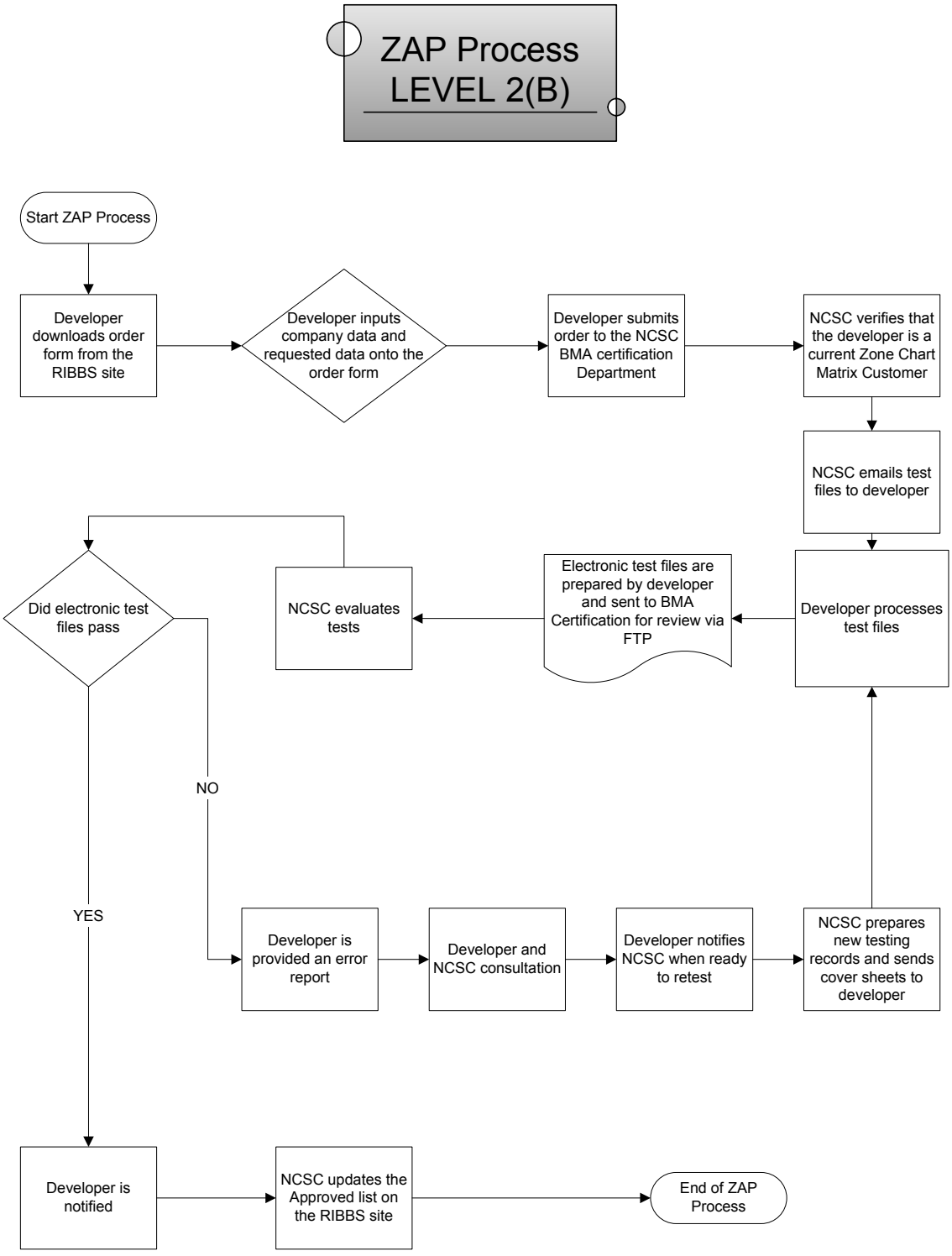
Procedure: The reviewing Post Office will manually verify and compare publisher's mailing/address listing to determine zones and compare and total this zone information against postage statement(s).

It is important to note that the verification procedures performed by Post Office personnel for both levels 3 and 4 are to be conducted after the selected Periodicals mailing is accepted.

ZAP LEVEL 2(A) PROCESS FLOW



ZAP LEVEL 2(B) PROCESS FLOW



ZONE CHART DATA

USING ZONE CHARTS

The National Zone Chart Program uses information provided by geological survey files of established latitude and longitude coordinates. The USPS® uses a list of Sectional Center Facility (SCF) coordinates to produce a zone chart. Zone charts identify the appropriate distance code assigned to all originating and designating ZIP Code™ pairings in the nation. Zones are designated as 1 through 8.

Sectional Center Facilities (SCF)

The SCF serves as the processing and distribution center for post offices in a designated geographic area defined by the first three digits of the ZIP Code™ of those offices. A listing of 3-Digit ZIP Code prefixes sorted at the SCF level is available in Module L section L005 of the *Domestic Mail Manual (DMM®)*.

Specific Zones

Local Zone

The local zone applies to mail deposited at any post office for delivery to addresses within the delivery area of that post office. For various types of post offices, the local zone applies to all mail that both originates and is destined within:

a. The 5-digit ZIP Code™ area(s) assigned to the same post office.
b. Any of the 5-digit ZIP Code that are part of any unique 3-digit ZIP Code prefix(es) or other separate 5-digit ZIP Code(s), as applicable, assigned to the same post office.

Check with your local post office for specific details regarding your area.

Non-local Zones

Non-local zones are defined as follows:

The Zone 1 rate applies to pieces not eligible for the local zone that are mailed between two post offices with the same 3-digit ZIP Code™ prefix identified in section L005, Column A of the DMM. Zone 1 includes all units of area outside the local zone lying in whole or in part within a radius of about 50 miles from the center of the area.

Below is a listing of each zone and the defined coverage area.

Zone	Distance
1	Non local zones within 50 miles radius
2	50 to 150 mile radius
3	150 to 300 mile radius
4	300 to 600 mile radius
5	600 to 1000 mile radius
6	1000 to 1400 mile radius
7	1400 to 1800 mile radius
8	1800 miles and over

ZONE CHART MATRIX

Zone chart information is made available in the form of a matrix. The matrix is used to generate the originating and destining zone assignments. The information is recorded in ASCII text format on CD-ROM media. The matrix is beneficial to software developers or programmers requiring raw data.

To view a copy of the Zone Chart Technical Guide online, go to http://ribbs.usps.gov/files/zone_charts/ZCTechnical_Guide.pdf. To order the USPS® national zone chart matrix, please contact the Zone Chart coordinator at the National Customer Support Center at 800-238-3150. Technical support is available Monday through Friday, 7:00 AM - 4:00 PM CST, by contacting the same number.

ZONE CHART MATRIX EFFECTIVE DATE

Each Zone Chart Matrix has an effective date. The effective date is listed as the mandatory use date. ZAP approved software must be updated with each new Zone Chart Matrix issued. This update to the software (testing, review of postage statements and qualification reports as required) must be completed within 60 calendar days of the effective date of the Zone Chart Matrix. Failure to complete the required evaluation within the 60 calendar day period will result in removal of ZAP Approval.

ZAP APPROVAL EXPIRATION DATE

The ZAP Approval expiration date is either the 31st of December in the calendar year of approval or at the end of the vendors Zone Chart Matrix subscription (subscriptions are for one calendar year from date of purchase), which ever occurs first.

When a new Zone Chart Matrix is issued all vendors expiration dates will change to 60 calendar days from the Zone chart Matrix effective date, or the expiration date of their subscription which ever occurs first. This will give the vendors 60 days to complete the required ZAP Approval process.

ZAP VERSION NUMBER POLICY

Developers must inform the BMA Certification Department of the version number for posting to RIBBS. If there is a change to the version number of the software the developer is responsible of informing the BMA Certification Department to ensure posting to the USPS® RIBBS site. When the change to the version number is reported to the BMA Certification Department the developer must provide the reason for the change and what code was change to determine if retesting would be required.

Reporting of Product and Version Number

For the purpose of ZAP approval, the USPS® **requires** developers to indicate the product name and version number at the bottom of the postage statement facsimiles, if generated, and in the header or footer portion of the USPS Qualification Report. Doing so will facilitate efficient resolution of errors or problems encountered when the mail is presented for acceptance. Please refer to pages 14 through 17 for format and examples of the placement of the product and version number on the USPS Qualification Report and Postage Statement Facsimiles.

ZAP ADVERTISING POLICY

Only ZAP approved developers may use the phrase “ZAP approved” on marketing materials, packaging, advertisements, websites, and any other user documentation. If you choose to pre-produce mass quantities of promotional materials user’s guides, CD with graphics, etc. using the ZAP approved status. BE PREPARED to suspend use of these items if your approval status is not current.

Violation Consequences

Any examples of misrepresentation of ZAP approval will be turned over to the USPS® Law Department and the U.S. Postal Inspection Service.

Examples of Corrective Actions

1. Retraction
2. Withholding advertising or marketing literature
3. Postponement of product catalog mailings
4. Removal of ZAP approval status from exhibitor displays
5. Removal of ZAP reference from Website

FIELD ERROR DETECTION AND RESOLUTION

It is the BMA Certification Department’s goal, to assist developers in achieving the highest quality software product possible. The field error detection and resolution policy is used by both the BMA Certification department and the developer to ensure product quality. Regardless of cycle schedules, quality assurance remains an ongoing part of the ZAP approval process.

Occasionally, zone errors are detected and reported by USPS® field personnel or mailers after a ZAP approved product has been distributed to customers. If this situation occurs, the following protocol is followed to resolve the problem:

1. The BMA Certification Department starts an incident report file for the product and version number.

2. The BMA Certification Department tries to determine if the problem is a zone error or some other problem such as a user setup issue.

3. The BMA Certification Department alerts the developer to the existence of a possible problem.

4. The BMA Certification Department and the developer collaborate in determining a reasonable time frame in which to correct the problem. ***If the time frame is exceeded, ZAP approval may be revoked or suspended.***

5. The BMA Certification Department will keep all appropriate parties informed of the status and progress.

6. The BMA Certification Department reserves the right to request that the developer retest any applicable test files before release.

7. When the BMA Certification Department determines that the problem has been corrected, the developer will release a patch to all customers if necessary.

THE ZAP APPROVAL PROCESS

Due to the complexity of programming software products, the USPS® requests that all files (i.e., a suite) the developer intends to submit for ZAP approval are submitted together. Test data is provided in the form of address files. Each file is processed as a specific job. ZAP is a standard of excellence; therefore, we will approve and list your product. All developers are required to complete and return their electronic test files within 30 days. Electronic files should be submitted zipped. The ZAP preferred method for returning files is via email to the ZAP Coordinator. All hardcopy documentation must be submitted to the USPS® via Express Mail® or Priority Mail®.

Developers must ensure the phrase "Deliver Immediately, ZAP Tests Enclosed" is posted conspicuously on the outside of the mailing container. Return ALL test files to:

BMA CERTIFICATION DEPARTMENT
ZAP
US POSTAL SERVICE
NATIONAL CUSTOMER SUPPORT CENTER
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Each file is graded individually for its accuracy of proper zone assignment with current DMM® regulations. The evaluation includes inspection, of standardized documentation, if generated; computer-generated postage statement facsimiles, if generated, and other documentation. If the electronic file and/or documentation presented is deemed 100 percent accurate and in compliance with current DMM regulations the product is approved. If any errors preventing approval are detected, an evaluation report summary will be provided to the developer. After the proper changes and adjustments are made to the software, the developer is responsible for ordering a new test file. Reprocessing the original test is prohibited.

Developers whose products have completed all tests and have passed will have their company name, address, and ZAP approved product name and version number included in the list of ZAP approved software. If the ZAP approved product produces standardized documentation and/or postage statements this will also be identified on the web site. Weekly updates are available electronically through the USPS Web site. To access the list go to http://ribbs.usps.gov/files/ZAP/Pubs.

NAMING OF FILES

The ZAP program will be using a two-character field in the test file name that will be the Set Identifier. The set identifier will start with a Z representing ZAP electronic tests. A four-character Test Identification Number will follow the Identifier. (ex. ZA_A209 will break down to Set ZA, Test A205). All downloaded test files will end in a .set suffix. When files are worked and saved they are to be saved as a .tst file. This file must be saved as a .tst file. Text files that are generated as a result of electronic grading will be in an .htm format. Examples would be: ZA_A216.HTM and ZA_A238.HTM.

Products Attempting ZAP Approval

After processing the test, the developer returns within 30 calendar days of the date on the cover sheet the appended electronic test file. The test file will be processed through ZAP's electronic grading program. The computerized grading program is designed to search for specific violations of zoning rules and USPS® regulations. If any errors are discovered, the developer is notified (an error report information will be provided) and asked to retest.

STANDARDIZED DOCUMENTATION

Summary Reporting

For Periodicals, a summary of the total number of copies mailed to each zone, including In-County, delivery unit, SCF, and ADC rates is included at the end of the documentation. This summary is not required if the software under test produces a PAVE™ certified and/or ZAP approved postage statement, however, BMA Certification encourages the use of this summary for all periodicals mailings.

A similar report, the Detailed Zone Listing for Periodicals, is required by 707.17.6 to support the mailing and is to be maintained by the mailer, or may be submitted with the mailing. Therefore, the Detailed Zone Listing will be reviewed during the test cycle for ZAP approval. The Detailed Zone listing reports number of copies mailed to each 3-digit ZIP Code™ destination. Examples of these summary listings are shown below:

TABLE 2 - ZONE SUMMARY REPORT

Sample Zone Summary Report (707.17.6)			
	Zone		**Copies**
	ICD		432
	IC		215
	DDU		435
	DADC		13
	SCF		86
	1&2		120
	3		33
	4		120
	5		56
	6		100
	7		0
	8		0
Total Copies:			**1,600**

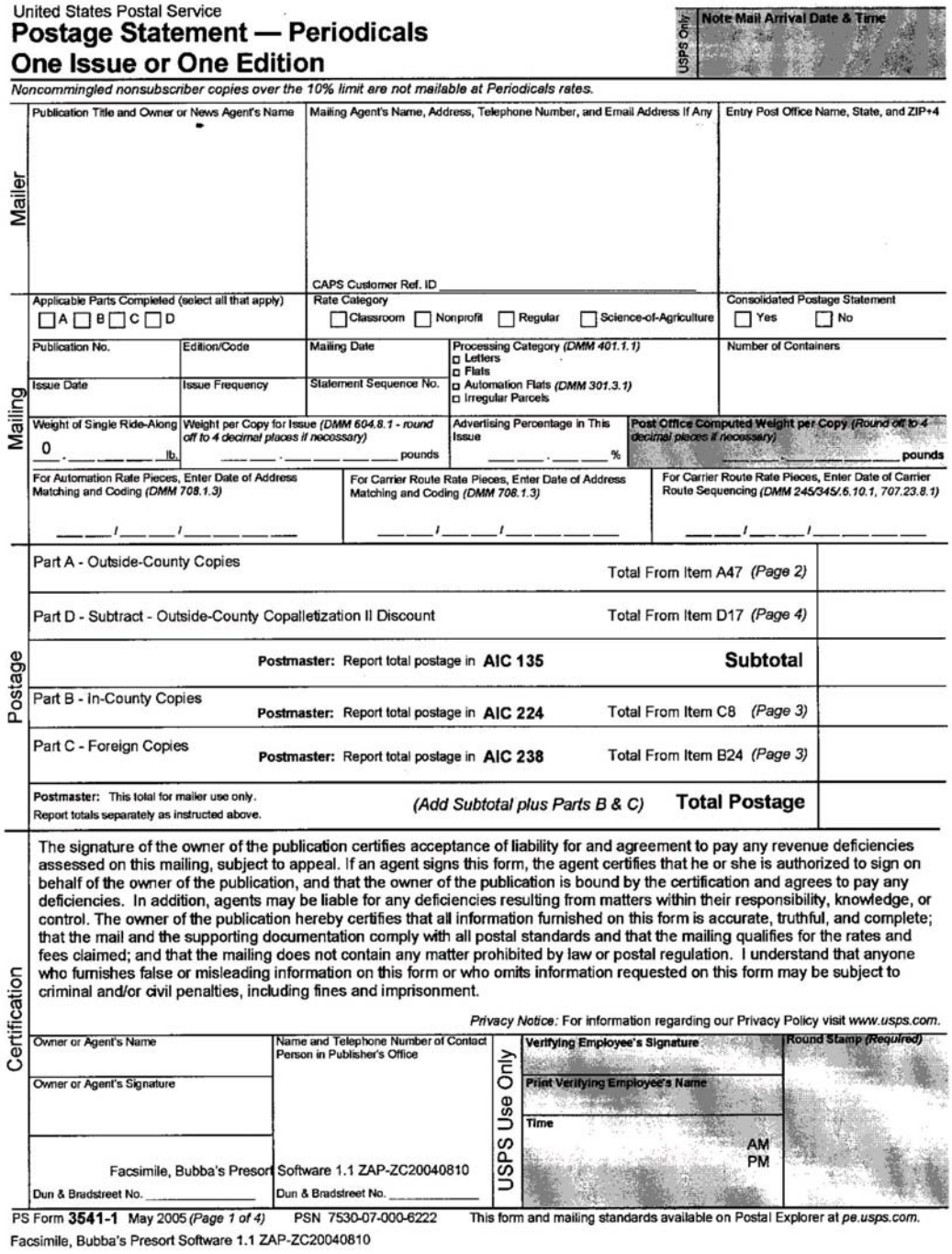
Table 3 – Detailed Zone Listing
Sample Detailed Zone Listing for Periodicals (707.17.6)

Sample Detailed Zone Listing for Periodicals (707.17.6)												
3-digit	**ICD**	**IC**	**DDU**	**SCF**	**1&2**	**3**	**4**	**5**	**6**	**7**	**8**	**Totals**
015			215			33						248
120	432			86	70							836
124		215			50							1,101
214			220									1,321
455							120					1,441
690								56				1,497
814									42			1,539
932										35		1,574
950											13	1,587
Zone Totals:	**432**	**215**	**435**	**86**	**120**	**33**	**120**	**56**	**42**	**35**	**13**	**1,587**

POSTAGE STATEMENT FACSIMILE

The BMA Certification Department reviews all computer-generated postage statement facsimiles for form and content. Developers seeking approval must submit hard copy facsimiles. For the purpose of ZAP approval, each PS Form facsimile is required to have "Facsimile" on the bottom of each page next to the form number. The facsimile form must also have "ZAP" and the effective date of the USPS® Zone Chart data in the following format: **yyyymmdd**, i.e. "ZC20030310", somewhere on the Postage Statement. Developers are also required to include the product name and version number on the bottom of each facsimile.

SAMPLE ZAP APPROVED PS FORM 3541 FACSIMILE



United States Postal Service

Postage Statement — Periodicals

One Issue or One Edition

USPS Only — Note Mail Arrival Date & Time

Noncommingled nonsubscriber copies over the 10% limit are not mailable at Periodicals rates.

Mailer

Publication Title and Owner or News Agent's Name	Mailing Agent's Name, Address, Telephone Number, and Email Address If Any	Entry Post Office Name, State, and ZIP+4
	CAPS Customer Ref. ID	

Mailing

Applicable Parts Completed (select all that apply)	Rate Category	Consolidated Postage Statement
☐A ☐B ☐C ☐D	☐Classroom ☐Nonprofit ☐Regular ☐Science-of-Agriculture	☐Yes ☐No

Publication No.	Edition/Code	Mailing Date	Processing Category *(DMM 401.1.1)*	Number of Containers
			☐Letters ☐Flats ☐Automation Flats *(DMM 301.3.1)* ☐Irregular Parcels	
Issue Date	**Issue Frequency**	**Statement Sequence No.**		

Weight of Single Ride-Along	Weight per Copy for Issue *(DMM 604.8.1 - round off to 4 decimal places if necessary)*	Advertising Percentage in This Issue	Post Office Computed Weight per Copy *(Round off to 4 decimal places if necessary)*
0 ___ . ___ ___ ___ ___ lb.	___ ___ . ___ ___ ___ ___ pounds	___ ___ . ___ %	___ ___ ___ ___ ___ pounds

For Automation Rate Pieces, Enter Date of Address Matching and Coding *(DMM 708.1.3)*	For Carrier Route Rate Pieces, Enter Date of Address Matching and Coding *(DMM 708.1.3)*	For Carrier Route Rate Pieces, Enter Date of Carrier Route Sequencing *(DMM 245/345/.6.10.1, 707.23.8.1)*
___ ___ / ___ ___ / ___ ___ ___ ___	___ ___ / ___ ___ / ___ ___ ___ ___	___ ___ / ___ ___ / ___ ___ ___ ___

Postage

Part A - Outside-County Copies	Total From Item A47 *(Page 2)*	
Part D - Subtract - Outside-County Copalletization II Discount	Total From Item D17 *(Page 4)*	
Postmaster: Report total postage in **AIC 135**	**Subtotal**	
Part B - In-County Copies — **Postmaster:** Report total postage in **AIC 224**	Total From Item C8 *(Page 3)*	
Part C - Foreign Copies — **Postmaster:** Report total postage in **AIC 238**	Total From Item B24 *(Page 3)*	
Postmaster: This total for mailer use only. Report totals separately as instructed above.	*(Add Subtotal plus Parts B & C)* **Total Postage**	

Certification

The signature of the owner of the publication certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the owner of the publication, and that the owner of the publication is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The owner of the publication hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit *www.usps.com.*

Owner or Agent's Name	Name and Telephone Number of Contact Person in Publisher's Office	USPS Use Only	Verifying Employee's Signature	Round Stamp *(Required)*
Owner or Agent's Signature			Print Verifying Employee's Name	
Facsimile, Bubba's Presort	Software 1.1 ZAP-ZC20040810		Time AM PM	
Dun & Bradstreet No.	Dun & Bradstreet No.			

PS Form **3541-1** May 2005 *(Page 1 of 4)* PSN 7530-07-000-6222 This form and mailing standards available on Postal Explorer at *pe.usps.com.*

Facsimile, Bubba's Presort Software 1.1 ZAP-ZC20040810

USPS QUALIFICATION REPORT

The BMA Certification Department reviews all computer-generated USPS® Qualification Reports for form and content. Developers must submit hard copy Qualification Reports for Level 1 and Level 2(A). The Qualification Report must "ZAP" and the effective date of the USPS Zone Chart Matrix in the following format: **yyyymmdd**, i.e. "ZC20030310", somewhere in the heading on the Qualification Report. An example Qualification Report with the ZAP approved marking is on the following page.

ZAP Approved USPS Qualification Report

Mailer's Software V 10.2.G.03 ZAP – ZC20040810

Report:	USPS Qualification Report	**Publications:**	ABC Magazine
Entry:	Duluth MN 55803	**Publication No.:**	520-123
Sort:	Periodicals, DMM 707.25	**Edition:**	New York
		Date:	9/16/2003

Sack#	Sack Level	Sack Zip	Package Destination	Zone	Rates 5B	3B	BB	Running Total
1	3DG	124	124	5		14		14
			12409	5	15			29
			12413	5	14			43
2	5DG	12401	12401	5	127			170
3	5DG	13104	13104	5	200			370
4	3DG	263	26210	5	20			390
			263	5		10		400
			265	5		8		408
5	5DG	27106	27106	5	45			453
6	5DG	27110	27110	5	27			480
7	5DG	34734	34734	6	60			540
8	5DG	40004	40004	5	49			589
9	5DG	44104	44104	5	150			739
10	5DG	51632	51632	4	25			764
11	3DG	556	556	SCF		12		764
			55610	SCF	20			764
12	SCF	556	55702	SCF	8			764
			55801	SCF	10			764
13	3DG	570	570	3		12		764
			57010	3	13			764
14	3DG	571	571	3		24		788
15	5DG	60016	60016	4	131			788
16	5DG	65204	65204	4	26			788
17	5DG	75401	75401	5	36			788
18	5DG	76202	76202	5	88			788
19	5DG	87102	87102	6	33			788
20	5DG	92307	92307	7	94			788
21	ADC	A120	A120	5		8		788
			12001	5	6			796
			123	5			10	806
22	MADC	M55222	27105	5	13			819
			51640	4	6			825
			652	4		8		833
			A720	5			14	833
			M55222	1/2			35	868
Page Total					1216	96	59	1371
Cumulative Total					1216	96	59	1371

Rate Summary*	**Pieces**
Automation 5-Digit (5B)	1216
Automation 3-Digit (3B)	96
Automation Basic (BB)	59
TOTAL Automation	1371

UNIVERSAL FILE FORMAT

The Universal File Format was created to support the testing process for several BMA Certification programs including ZAP. Many of the Universal File Format (UFF) fields are designed to communicate presort and mail preparation characteristics for other testing programs. These fields are not pertinent for the ZAP approval process and have been defined as filler.

The shaded fields are supplied by the BMA Certification Department. The un-shaded areas are provided or returned by the software developer.

UNIVERSAL FILE FORMAT (UFF) - HEADER RECORD FILE

BMA Certification Universal Header Record					
Field Sequence Number	Field Description	Logical Length	Relative From	Position Thru	Sample Data
1	Copyright Symbol	7	1	7	(C) USPS
2	Filler	1	8	8	
3	Test File Creation Year/Month/Day	8	9	16	1998
4	Filler	1	17	17	
5	AMS II Epoch (YYMM)	4	18	21	0309
6	Filler	1	22	22	
7	Total Number of Records in Deck	7	23	29	32477
8	Filler	10	30	39	
9	I.D. Key (Standard Testing Set)	3	40	42	ZA_
10	I.D. Key (Cycle/Test Number)	4	43	46	A104
11	Filler	1	47	47	
12	Test File Creation Time	11	48	58	11:27:13.13
13	Filler	3	59	61	
14	Entry State and County Number	5	62	66	TN055
15	Filler	1	67	67	
16	Piece Weight (99v9999)	6	68	73	006250
17	Filler	1	74	74	
18	Piece Length(999v9999)	7	75	81	0103750
19	Filler	1	82	82	
20	Piece Height(99v9999)	6	83	88	061875
21	Filler	1	89	89	
22	Piece Thickness (99V9999)	6	90	95	000425
23	Filler	1	96	96	
24	Default Entry Point Zip Code	5	97	101	44104
25	Filler	35	102	136	
26	Year/Month/Day Developer Processed File	8	137	144	1998039 (YYYYMMDD)
27	Filler	1	145	145	
28	Advertising Percentage (99V99)	4	146	149	7125
29	Filler	1	150	150	
30	Container Compression Factor (9v999)	4	151	154	1055
31	Filler	1	155	155	
32	AMSII Epoch Used to Process File (YYMM)	4	156	159	0309
33	Filler	1	160	160	
34	5-digit Package Minimum Qty (99)	2	161	162	17
35	Filler	1	163	163	
36	Tray Minimum (9v999)	4	164	167	0855=85.5%; 1000=100%
37	Filler	1	168	168	
38	PAVE Use Only	20	169	188	
39	Filler	303	189	491	
40	Presorted Sequence Number	7	492	498	0000000
41	Carriage Return/Line Feed	2	499	500	

DATA ELEMENT DEFINITIONS: HEADER RECORD

Copyright Header Record - The first record in each test scenario file is a copyright record. The BMA Certification Department, upon file creation, supplies fields 1 through 25. The developer populates fields 26 through 41 before the electronic test file is returned to the NCSC.

This file should be returned in the order in which the software has tested it.

The Copyright Header Record must be returned as the first record in the file or the electronic grading module will not be able to grade the file successfully. Send only the electronic file(s). The BMA Certification Department will alert the developer if additional hard copy documentation for an electronic file submission is necessary or required.

If the developer is attempting ZAP approval for a product, the test file is processed and all applicable hard copy facsimiles, reports, and documentation at the same time.

Data Element Definitions: Header Record - Provided by Developer

FIELD 26 - YEAR, MONTH, AND DAY DEVELOPER PROCESSED FILE -This field contains the latest date that you processed the test with your software.

> **COBOL Picture:** 9(08) - Year 9(04), Month 9(02), Day 9(02)
> **Possible Values:** Numeric, right justified
> **Examples:** 19970823 19971225 19980624
> **Comments:** The format of this field will be a 4-digit year, followed by a 2-digit month, followed by a 2-digit day (i.e., YYYYMMDD).

FIELD 28 - ADVERTISING PERCENTAGE -This field contains the percentage of advertising in each piece. (**Periodicals only). For all other classes, leave blank.**

> **COBOL Picture:** 99v99
> **Possible Values:** Numeric, right justified
> **Examples:** 0650 1023 0000
> **Comments:** The first two digits of this field represent whole percentage points, and the last two represent decimals of a percent. The field will contain the applicable value for the particular test scenario that you are processing. The advertising percentage is shown in the Parameter Box for that specific test file.

FIELD 30 - CONTAINER COMPRESSION FACTOR - The Container Compression Factor field contains a compression factor that may be used to override the computed number of pieces per container. If you use a compression factor of 1.07, then you will be permitted to “overfill” a container’s volume up to 7 percent over the uncompressed volume. The lowest compression factor allowed is 1.00 (no compression) and the highest is 1.10 (10 percent compression).

> **COBOL Picture:** 9v999
> **Possible Values:** Numeric in the range of 1000 to 1100
> **Examples:** 1000 1052 1077 1100
> **Comments:** The first digit in this field is the integer of the compression factor, and the last three are the decimal portion of the value. The rules governing the minimum number of pieces that must be in a container do not apply to this field.

FIELD 32 - AMS II EPOCH USED TO PROCESS FILE -This field is used to show the epoch (or date) of the City State Product, Delivery Statistics Product, and Module L Labeling List files used to process this file, which allows us to grade your results using the same files used to process the test. In this manner, we can prevent false errors that could occur due to differences in files. The BMA Certification Department will provide a "Freeze" file posted with the test file sets at RIBBS with all applicable data to be used for the purpose of testing only. Only the date of the "Freeze" file data provided by BMA Certification will be accepted in this instance.

COBOL Picture: 9(04).
Possible Values: Numeric (0001–9912)
Examples: 9803 9912 0309
Comments: This field must be formatted YYMM, i.e., the first two digits must be the year and the second two must be the release month of the provided "Freeze" file that includes the City/State Product, Delivery Statistics Product, Module L Labeling List Files, and Module M CIN table. In the example above, 0309 represents September, 2003.

FIELD 34 - 5-DIGIT PACKAGE MINIMUM QTY – **(Standard Mail Automation Flats Only)** This field is used to reflect the minimum quantity used in the software for the creation of 5-digit and 5-digit scheme packages.

COBOL Picture: 99
Possible Values: Numeric (10 thru 17)
Examples: 12 15 16
Comments: This field is used for Standard Mail Automation Flats prepared under the provisions of DMM® or Standard Mail Co-Sacked Flats (with co-packaging) under the DMM. Leave blank for mail prepared under any other DMM sortation references. (N/A to ZAP)

FIELD 36 - TRAY MINIMUM – This field reflects the tray volume percentage, expressed in decimals, used to establish the minimum volume of a "full" tray.

COBOL Picture: (9v999)
Possible Values: 0750 thru 1000
Examples: 0820 = 0.82 (82%); 0855 = 0.855 (85.5%); 1000 = 1.000 (100%)
Comments:

FIELD 40 - SEQUENCE NUMBER - This field consists of a simple sequence number that is applied to the field after it has been presorted. The BMA Certification Department will refer to these line numbers when discussing electronic grading results with developers. For the header record, this field should always reflect 0000000.

COBOL Picture: 9(07)
Possible Values: Numeric
Examples: 0027116 0001411
Comments:

BMA Certification Universal Name/Address Record

Field Sequence Number	Field Description	Logical Length	Relative From	Position Thru	Sample Data
1	Sequence Number	7	1	7	45160
2	Firm or Resident	30	8	37	STAR FLEET ACADEMY
3	Delivery Address	30	38	67	PO BOX 2197
4	City Name	28	68	95	WORCESTER
5	State Code	2	96	97	MA
6	ZIP Code	5	98	102	16015
7	ZIP+4 Add On	4	103	106	1263
8	Delivery Point	2	107	108	97
9	Carrier Route	4	109	112	B001
10	eLOT Sequence Number	4	113	116	4376
11	eLOT Ascending/Descending	1	117	117	D
12	Walk Sequence Number	5	118	122	42885
13	Business/Residential Flag	1	123	123	B
14	Piece Entry State/County Number	5	124	128	MA022
15	Mail Classification	1	129	129	** Reserved for future use **
16	Customer Code	1	130	130	A
17	Postage Payment Method	1	131	131	P
18	Amount of Affixed Postage (9999v999)	7	132	138	1230789
19	MailPiece Characteristic Code	1	139	139	B
20	Piece Weight (lbs) (99v9999)	6	140	145	625000
21	Piece Thickness (99v9999)	6	146	151	750000
22	Piece Length (999v9999)	7	152	158	1100000
23	Piece Height (99v9999)	6	159	164	849999
24	Barcode Verifier	1	165	165	A = On; B = Off
25	Filler	51	166	213	
26	Piece Entry Point ZIP Code	5	214	218	16015
27	Filler	170	219	391	
28	Zone Answer	3	392	394	IC, ICD, DDU, SCF, 1,2,3……
29	Destination Entry Answer	1	395	395	B
30	Filler	96	396	491	
31	Presorted Sequence Number	7	492	498	000000
32	Carriage Return/Line Feed	2	499	500	

DATA ELEMENT DEFINITIONS: NAME/ADDRESS RECORD

Test Name/Address Record- Provided by BMA

The address records in BMA Certification test files contain elements applicable to one of two groups: 1) input elements comprising the actual test address records and 2) product-supplied answer elements.

Fields 1–23 contain input elements. Hard copy is returned at the same time as the electronic input submission to the BMA Certification Department.

If the developer is attempting ZAP approval for a product, the developer processes the test file and sends all applicable hard copy facsimiles, reports, and documentation to the NCSC.

FIELD 1 - SEQUENCE NUMBER - Each address record has a 7-digit sequence number assigned by the BMA Certification system and used for identifying specific test records.

COBOL Picture: 9(07)
Possible Values: Numeric, right-justified, zero-filled
Example: 0026897 1364787 0000954
Comments:

FIELD 2 - FIRM OR RESIDENT - The Firm or Resident field contains fictitious names of individuals, companies, shopping centers, etc.

COBOL Picture: X(30)
Possible Values: Alphanumeric, left-justified
Example: ABC Firm John Doe
Comments:

FIELD 3 - DELIVERY ADDRESS - The Delivery Address field contains fictitious street names, post office numbers, etc.

COBOL Picture: X(30)
Possible Values: Alphanumeric, left-justified
Example: ABC Firm John Doe
Comments:

FIELD 4 - CITY NAME - The City Name field provides the name of the city, town, place, or other name by which the 5-digit ZIP Code™ associated with the test address is officially known.

COBOL Picture: X(28)
Possible Values: Alphanumeric, left-justified
Examples: TUSCUMBIA ROSWELL LEAVENWORTH
Comments:

FIELD 5 - STATE CODE - The State Code field is the standard state or US territory abbreviation found in the following publications: *ZIP+4® Technical Guid*e; Publication 28, *Postal Addressing Standard*s; and the appendix of *National ZIP+4 Code and Post Office Directo*ry.

COBOL Picture: X(02)
Possible Values: Alphabetic
Examples: AL NM KS
Comments:

FIELD 6 - ZIP CODE™ - Each record has a 5-digit ZIP Code that represents an area within a state, an area that crosses state boundaries (unusual condition), a single building, or a company that has a very high mail volume. The 5-digit ZIP Code is assigned by City State Product. ZIP is an acronym for Zone Improvement Plan.

COBOL Picture: 9(05)
Possible Values: Numeric, right-justified
Examples: 38188 20268 92045
Comments:

FIELD 7 - ZIP+4® ADD-ON - Most, but not all, test records will be supplied a fictitious 4-digit add-on code assigned to the address.

COBOL Picture: X(04)
Possible Values: Numeric or spaces
Examples: 38188-**0001** 20268-**9998** 92045-**6217**
Comments: This field is provided by the BMA Certification system. However, under certain test scenarios this field may be left blank for certain address records. This allows various records to have only a 5-digit ZIP Code™, while others have a 5-digit ZIP Code with a ZIP+4 add-on. As a result, those address records having complete 5-digit ZIP Codes with an add-on are considered capable of producing delivery point barcodes; however, records containing only numeric 5-digit ZIP Code cannot produce barcodes.

FIELD 8 - DELIVERY POINT -The Delivery Point field contains the delivery point from the fictitious street address. The delivery point code is the finest depth of code to which a mail piece can be sorted by its address.

COBOL Picture: 9(02)
Possible Values: Numeric
Examples: 66 21 78
Comments:

FIELD 9 - CARRIER ROUTE - Various records may have an actual 4-digit carrier route identification number associated with the input ZIP Code™ and assigned by the BMA Certification system from Delivery Statistics Product. Do not perform address matching on any BMA Certification file.

COBOL Picture: X(04)
Possible Values: Alphanumeric or spaces
Examples: B001 H002 C003 R004
Comments:

FIELD 10 - LOT SEQUENCE NUMBER - The enhanced-line-of-travel (eLOT™) number indicates the order in which each add-on code is arranged within a carrier route.

COBOL Picture: X(04)
Possible Values: Numeric or spaces
Examples: 0001 0002 0003
Comments: This field is provided by the BMA Certification system and, under most scenarios, is left blank. However, in many of the Carrier Route test scenarios, the eLOT sequence number and the eLOT ascending/descending code will be given.

FIELD 11 - eLOT ASCENDING/DESCENDING - The enhanced line of travel (eLOT) ascending/descending code for an add-on code indicates whether delivery is made to each delivery point in ascending or descending order. The eLOT™ number indicates the order of delivery for each add-on code within a carrier route. (N/A for ZAP)

COBOL Picture: X(01)
Possible Values: Alphabetic or spaces
Examples: A D
Comments: This field is provided by the BMA Certification system and, under most scenarios, left blank. However, under Carrier Route test scenarios, the eLOT sequence number along with the eLOT ascending/descending code will be given. (N/A for ZAP)

FIELD 12 - WALK SEQUENCE NUMBER - The walk sequence number indicates the sequential order in which each delivery is made within a carrier route.

COBOL Picture: X(05)
Possible Values: Alphanumeric
Examples: 00001 00125 00568
Comments: This field is provided by the BMA Certification system and, under most test scenarios, is left blank. However, in many of the Carrier Route test scenarios, the walk sequence number will be given. For these tests, sufficient address records will be given to various carrier routes that will qualify for either the ECR Basic, ECR High-Density, or the Walk Saturation rate. It is up to your software to determine which addresses qualify for these rates based on the address elements given. (N/A for ZAP)

FIELD 13 - BUSINESS/RESIDENTIAL FLAG CODE -This field contains a business or residential flag code for Standard Mail Enhanced Carrier Route mailings. Use of this code will enable you to accrue residential and business piece totals within a carrier route.

COBOL Picture: X(01)
Possible Values: B, R, or spaces
Comments: This information shown in this field is provided by the BMA CERTIFICATION system and, under most test scenarios, is left blank. However, under the Standard Mail Enhanced Carrier Route test scenarios, this flag will be set. (N/A for ZAP)

FIELD 14 - PIECE ENTRY STATE/COUNTY NUMBER – This field contains the state abbreviation and county number in which the entry post office is located.

COBOL Picture: X(05)
Sample Values: TN015 TX022 FL018
Comments: This field is provided by the BMA Certification system and should be populated for each name/address entry in the mailing. For test files requiring the use of multiple entry points, this field will reflect the single state code and county number of the facility where the mailing was initially presented for verification and acceptance.

FIELD 15 - MAIL CLASSIFICATION – Reserved for Future Use (N/A for ZAP)

COBOL Picture:
Possible Values:
Comments:

FIELD 16 - CUSTOMER CODE – For a multi-mailer environment, this field provides an identifying code that is distinct for each individual mailer reflected in the test file parameter box

COBOL Picture: X(01)
Sample Values: A B C (etc)
Comments: This field is populated by the BMA Certification system and is provided specifically for use by the **MLOCR developers only.**

FIELD 17 - POSTAGE PAYMENT METHOD – This field contains the single byte code identifying the postage payment method utilized for the mailpiece.

COBOL Picture: X(01)
Possible Values:

Method	Code
Meter Strips	M
Permit Imprint	P
Precanceled Stamps	S

Comments: This field is populated by the BMA Certification system and is provided specifically for use by the **MLOCR developers only.**

FIELD 18 - AMOUNT OF AFFIXED POSTAGE – When applicable, this field will reflect the total amount of postage affixed to each individual mail piece.

COBOL Picture: (9999v999)
Sample Values: 0008455 0016240
Comments: This field is for use by the **MLOCR developers only.** This amount is populated by the BMA Certification system based on guidelines reflected in DMM P013.1.5. For presorted First Class Mail, other than single piece mailings the amount affixed may be either the full postage amount for each mail piece or the lowest rate claimed in the mailing. For presorted Standard mail, this amount may be the correct postage amount for the mail piece, the minimum per piece charge, or the lowest rate claimed in the mailing.

FIELD 19 - MAILPIECE CHARACTERISTIC CODE – For mailings consisting of various size mail pieces that differ only in piece weight and/or thickness, this code is utilized to identify the various pieces that make up the test file scenario.

COBOL Picture: X(01)
Possible Values: A B C
Comments: This code is not utilized if the test file is for identical-size pieces only. (Not applicable to ZAP testing.

FIELD 26 – PIECE ENTRY ZIP CODE™ – The Piece Entry Point ZIP Code™ field must contain the destination entry ZIP Code for multiple-entry mailings. It will be filled with spaces for single-entry mailings, but must contain the ZIP Code of the destination entry for this piece in multiple mailings.

COBOL Picture: X(05)
Values: Numbers or spaces
Examples: 44104 94116
Comments: If the address record is excluded from the test scenario due to incomplete address elements required to qualify, then this field should be left blank. Field must contain a container ID number if the record is part of a palletized mailing. In addition, each container number must be unique, e.g., there cannot be more than one container number 12 in the mailing.

FIELD 28 - ZONE ANSWER - The Zone answer field, which is based on DMM section P012, must contain the zone assigned to the address records for all periodicals mailings.

COBOL Picture: X(03)
Possible Values: Alphanumeric or space, left justified
Examples: 1 2 DDU 8
Comments: If the address record is excluded from the test scenario due to incomplete address elements, then this field should be left blank. Use the following table to assign the correct rate code to the address record.

Zone Abbreviation	Rate Equivalent
ICD	In-County, DDU
IC	In-County, others
DDU	Outside-County, DDU
SCF	Outside-County, DSCF
ADC	Outside-County, DADC
1-2 or ½	Zones 1 and 2
3, 4, 5, 6, 7, or 8 (as applicable)	Zones 3–8 (as applicable)
M	Mixed Zones

FIELD 29 - DESTINATION ENTRY ANSWER - The Destination Entry answer field must contain the correct designator of the destination entry discount assigned to the address record.

COBOL Picture: X(01)
Possible Values: Alpha or space
Examples: D S B A Space
Comments: If the address record qualifies for one of the destination entry discounts, this field should contain one of the designators in the following table. Otherwise, if the address falls outside of the destination entry area or is excluded from the test scenario due to incomplete address elements, then this field should be left blank.

Destination Entry	Code
Destination Entry Unit	D
Destination SCF	S
Destination BMC	B
Destination ADC	A
None	space

FIELD 31 - PRESORTED SEQUENCE NUMBER - This field contains a sequential number that must be applied after the file has been presorted.

COBOL Picture: 9(07)
Possible Values: Numeric, right-justified, padded with zeroes.
Example: 0002234 0012378
Comments: This number should begin with 0000000 in the header record and continue increasing by one until the end of the file is reached.

USING THE MAIL.dat® DATABASE

The following conventions apply to each Data Type in the respective fields as indicated, except as noted in specific record layouts. A/N = Left justified, “space” added; N=Right justified, left “zero” filled.

Sequencing a mail.dat file

Files must be written in fixed records and fixed-length fields. For additional information, please refer to the latest Mail.dat *IDEAlliance Standard of Compliance Guide*.

The only file extensions that are necessary to transmit for ZAP testing is the header record, .hdr and the Container Quantity Record .cqt record. Refer to the file layouts on Pages 30-38 for the correct formatting.

MAIL.DAT HEADER RECORD LAYOUT - .hdr
Record Length – 2,000 bytes

Field Name	Position	Length	Data Type	Descriptions
Job ID	1-8	8*k	A/N	Job ID as given by originator of this file. (Zero fill prior to the numeric, if numeric only) The Job ID assigned to any new Mail.dat is also to be applied to any Historical Header Record part of that transmission
IDEAlliance Version	9-12	4*	A/N	05-01
Header History Sequence Number	13 - 16	4*k	N	First is "9999", next is "9998", etc
Header History Status	17 - 17	1*	A	C = Current, H = History; Transmit all history records with any subsequent transmissions
Historical Job ID	18 - 25	8*	A/N	(zero fill prior to numeric, if numeric only)
Licensed User's Job Number	26 - 50	25**	A/N	The Licensed User's (who created this iteration of Mail.dat) internal Job Number
Job Name/Title & Issue	51 - 80	30*	A/N	
File Source	81 - 110	30*	A/N	
User License Code	111 - 114	4**	A/N	ULC of party creating this iteration of Mail.dat Must – begin with an alpha, be four characters, have no spaces, have no special characters, not be case sensitive
Contact Name	115 - 144	30*	A/N	Ex: John Smith
Contact Telephone Number	145 - 154	10*	A/N	Ex: 3125551212
Date Prepared	155 - 162	8*	N	YYYYMMDD (can not be all zeros)
Time Prepared	163 - 167	5*	A/N	HH:MM (ex -- 18:12)
Segmenting Criteria	168 - 227	60*	A/N	Describe String, List, Mail-stream Characteristics

Segment Record Count	228 - 233	6*	N	
Segment File Status	234 - 234	1*	A/N	O = Original, D = Delete Entire File, R = Replace Entire File, C = Change Individual Records, N = None Transmitted, U = Update individual Records In this field, and all following Status fields, "O", "D", "R" and "N" describe action upon an entire file. "C" and "U" indicate that only individual records are modified.
Mail Piece Unit Record Count	235 - 240	6*	N	
Mail Piece Unit File Status	241 - 241	1*	A/N	O, D, R, N, C, U
MPU / C Relationship Record Count	242 - 247	6*	N	
MPU / C Relationship File Status	248 - 248	1*	A/N	O, D, R, N, C, U
Mailer's Postage Account Record Count	249 - 254	6*	N	
Mailer's postage Account File Status	255 - 255	1*	A/N	O, D, R, N, C, U
Component Record Count	256 - 261	6*	N	
Component File Status	262 - 262	1*	A/N	O, D, R, N, C, U
Container Summary Record Count	263 - 268	6*	N	
Container Summary File Status	269 - 269	1*	A/N	O, D, R, N, C, U
International Container Label Count	270 - 275	6*	N	

International Container Label Status	276 - 276	1*	A/N	O, D, R, N, C, U
Container Quantity Record Count	277 - 284	8*	N	
Container Quantity File Status	285 - 285	1*	A/N	O, D, R, N, C, U
Package Quantity Record Count	286 - 293	8*	N	
Package Quantity File Status	294 - 294	1*	A/N	O, D, R, N, C, U
Walk Sequence Record Count	295 - 302	8*	N	
Walk Sequence File Status	303 - 303	1*	A/N	O, D, R, N, C, U
Seed Name Record Count	304 - 311	8*	N	
Seed Name File Status	312 - 312	1*	A/N	O, D, R, N, C, U
Package Label Record Count	313 - 320	8*	N	
Package Label File Status	321 - 321	1*	A/N	O, D, R, N, C, U
IJ / C Relationship Record Count	322 - 329	8*	N	
IJ / C Relationship File Status	330 - 330	1*	A/N	O, D, R, N, C, U
Piece Detail Record Count	331 - 340	10 *	N	
Piece Detail File Status	341 - 341	1 *	A/N	O, D, R, N, C, U

Special Fee/Charge Record Count	342 - 351	10 *	N	
Special Fee/Charge File Status	352 - 352	1 *	A/N	O, D, R, N, C, U
Manifest Individual Record Count	353 - 362	10 *	N	
Manifest Individual File Status	363 - 363	1 *	A/N	O, D, R, N, C, U
Manifest Summary Record Count	364 - 373	10 *	N	
Manifest Summary File Status	374 - 374	1 *	A/N	O, D, R, N, C, U
Postage Adjustment Record Count	375 - 380	6 *	N	
Postage Adjustment File Status	381 - 381	1 *	A/N	O, D, R, N, C, U
Mail.dat Presentation Category	382-382	1 *	N	P=Conventional Presort; M=MLOCR I=Manifest Individual: S=Manifest Summary N=Single Piece
Mail.dat Software Vendor Name	383-412	30*	A/N	Required, may be name of in-house proprietary software
Mail.dat Software Product's Name	413-442	30*	A/N	Name of product creating this Header and applicable data in associated records
Mail.dat Software Version	443-452	10*	A/N	

Mail.dat Software Vendor's Email	443-512	60*	A/N	Email address of party creating product named above
Licensed User's Email	513-572	60*	A/N	Email address of who created this iteration of Mail.dat
Zone Matrix Date	573-580	8	N	YYYYMMDD (can not be all zeros)
Event Manager Audit Code	581-581	1	A/N	(Canadian Only)
Software Vendor's ZAP Level	582-582	1	N	Vendor's ZAP Approval Level
User Option	583-1999	1417	A/N	
Closing Character	2000-2000	1*		Must be "#" sign

*** Mail.dat Required** ****PostalOne Required**

MAIL.DAT CONTAINER QUANTITY RECORD - .CQT
RECORD LENGTH – 80 BYTES

Field Name	Position	Length	Data Type	Descriptions
Job ID	1 – 8	8*k	A/N	(zero fill prior to numeric, if numeric only)
CQT Database ID	9 - 16	8*k	A/N	Mail.dat Container Quantity serial number, used to link Mail.dat CQT and PQT files. Must be mutually exclusive across a Job IE. (zero fill prior to numeric)
Container ID	17 - 22	6*	N	(zero fill prior to numeric)
3 Digit / 5 Digit Container Division	23 - 27	5*	A/N	3 Digit or 5 Digit Division as necessary. Example: US=(99999_), or (88__) CANADIAN=(A1A__), Left Justify 3 Digit (1C, 2C & 3C use 3 Digit Division; generate additional 5 Digit records, if a "DDU" in position 49 of .CSM or if record is a 5 Digit Scheme Package or Container) (4C use 5 Digit Division) ***Default if no ZIP or Postal Code:*** Left Justify; Space Added: US = USA CA = Canada MX = Mexico FOR = Foreign Foreign Mail: use ISO3166 (2 position alpha Country Code)
Mail Piece Unit ID	28 - 32	5*	A/N	Left justify; must have some value, even if single edition (zero fill prior to numeric, if numeric only)
Zone	33 - 33	1*	A/N	(Package Services) L=Local (Periodicals) V=ADC (Priority/Periodicals/Package Services) 1=Zone 1&2 (Priority/Periodicals/Package Services 3, 4, 5, 6, 7, 8 = Zone 3, 4, 5, 6, 7, 8 (All) S=SCF D=DDU N=Not Zoned (Foreign Periodicals) Q=Canada, R=Mexico, X=Zone 3, T=Zone 4, U=Zone 5 *International:* A=SA, E=EU, P=Pacific, F=AF & Mid East, C=Canada, M=Mexico
Destination Entry	34 - 34	1*	A/N	B = DBMC S = DSCF D = DDU A = DADC O = OptBMC N = None P = Parcel Post - Inter - BMC Q = Parcel Post - Intra - BMC
Rate Category	35 - 36	2*	A/N	If single character, left justify, space added

Canadian & Foreign: *1=Letter Carrier* *2=NDG Sort* *3=Mexico* *4=Foreign* *5=Misc* *6=reserve* *7=International (by Weight)* *8=Gateway Direct 9=full* *0=M-Bag*				A = Saturation - ECR B = High Density - ECR C = reserve D = Carrier Route E = 5 Digit Barcode F = 3/5 Barcode G = 5D Non Barcode H = 3 Digit Barcode I = reserve J = 3/5 Digit K = 3D Non Barcode L = Basic Barcode M = reserve N = Basic (1C/4C Presort) O = CR - Barcode P = reserve
Canadian & Foreign: *1=Letter Carrier* *2=NDG Sort* *3=Mexico* *4=Foreign* *5=Misc* *6=reserve* *7=International (by Weight)* *8=Gateway Direct 9=full* *0=M-Bag*				Q = reserve R = reserve S = Single Piece T = reserve U = reserve V = reserve W = reserve X = Alt Deliver - CR Y = Alt Delivery - Basic Z = reserve

Canadian & Foreign: *1=Letter Carrier* *2=NDG Sort* *3=Mexico* *4=Foreign* *5=Misc* *6=reserve* *7=International (by Weight)* *8=Gateway Direct 9=full* *0=M-Bag*				Z1 = Par Post (BMC Sort) Z2 = Par Post (OBMC Sort) L1 = AADC BC L2 = MxAADC BC L3 = SDC BC L4 = MxADC BC L5 = ADC Non-BC AF = Sat-ECR Ltr (Pd Flt) BF = HD-ECR Ltr (Pd Flt) JF = 3D, 5D Ltr (Paid Flat) NF = Bas Ltr (Paid Bas Flt) Do not indicate barcode discount, just presort, in this field for Pkg Services/Parcels
Package Services or Parcel Barcode Discount Indicator	37 - 37	1*	A/N	Y = Yes N = No O = Other; if not Package Services or Standard Parcel piece
Periodicals: Sub/Non-Sub/Requester Indicator	38 - 38	1*	A/N	S = Sub N = Non R = Requester O = Other
Periodicals: Not County/ In County	39 - 39	1*	A/N	N = Not County I = In-County O = Other
Number of Copies	40 - 47	8*	N	
Number of Pieces	48 - 55	8*	N	
CQT Record Status	56 - 56	1*	A/N	O, D, I, U
Periodicals Co-palletization Discount Indicator	57 - 57	1*	A/N	"Y" = Yes; "N" = No Value is set if "new" co-palletized piece; does not mean piece qualifies for rate
ExpPer HE, HW, SC Pub-Origin Delivery Zone	58-58	1	N	
ExpPer HE, HW, SC Pub-Origin 3-Digit Zip	59-61	3	N	3-Digit where verification occurs

ZAP Agent Code	62-65	4	N	Code is the same as the Header History Sequence Number generated by the agent who most recently Zoned this container
Reserve	66-79	14	A/N	
Closing Character	80-80	1		Must be "#" sign

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